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## Foreign Language Educational Technology Database

William J. Bramble

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INSTITUTE FOR SIMULATION AND TRAINING

Contract Number 64 05 510  
May 1991

# Foreign Language Educational Technology Database

Institute for Simulation and Training  
12424 Research Parkway, Suite 300  
Orlando FL 32826

**IST**

University of Central Florida  
Division of Sponsored Research

IST-TR-91-9

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INSTITUTE FOR SIMULATION AND TRAINING

# **Foreign Language Educational Technology Database**

William J. Bramble, Ph.D • David L. Hosley, Ed.D

Contract Number 64-05-510

May 1991

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12424 Research Parkway, Suite 300  
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## FOREWORD

This publication is one in a series of reports from a project conducted by the Defense Training and Performance Data Center (TPDC) to examine present and future use of modern technologies for the teaching of foreign languages. The project is being performed to assist the Defense Language Institute, Foreign Language Center (DLIFLC) in Monterey, California. The joint TPDC/DLIFLC project is named the Educational Technology Needs Assessment (ETNA) project. ETNA is designed to provide specific information about technology use for resident and nonresident foreign language training.

The ETNA project addresses the following issues: What are the available present and future technologies to provide resident foreign language training? What special concerns exist in the use of technology for training in Chinese and other languages that do not use the Roman alphabet? How can instructional and distance education technologies best be used to enhance the effectiveness of nonresident foreign language training? What are the legal and regulatory constraints associated with the use of foreign language broadcasts and satellite transmissions?

TPDC is performing research on these issues through the following methodologies: In-depth interviews are being conducted with the faculty, students, staff and administrators at DLIFLC. The interviewers assess needs and determine the current status of technology use in language instruction, both resident and nonresident. A thorough review is being conducted of the literature related to technology for language instruction. Interviews and discussions with experts in the field of language instruction/technology are included. Special task forces and conferences are being formed to address specific issues. Alternative approaches to the effective use of technology for language instruction are being compared. Special issues such as copyright are being addressed in depth to determine how existing broadcasts and materials can be incorporated into the instructional process. The end result of this analysis will be a comprehensive set of recommendations for consideration by DLIFLC in improving language training through the use of technology for resident and nonresident instruction.

This report describes the Foreign Language Educational Technology (FLEDTECH) Database developed by the Institute for Simulation and Training (IST) under contract to the TPDC and DLIFLC. The purpose of the database is to provide for flexible storage and retrieval of the latest information (e.g., articles, papers, reports, in-progress research reviews, site visits) on applying technology to foreign language instruction.

The two key IST researchers were Dr. David L. Hosley and Dr. William J. Bramble. There were a number of other IST people who helped on this project. We thank Mr. Phil Ray, Mr. Larry Springer, Mr. Kevin Kearns and Ms. Lisa Keuhne for their programming and editing. Our special appreciation goes to our University of Central Florida student assistants, Ms. Cindy Bauer and Mr. Eric Llewellyn. And also to our administrative assistant, Mrs. Mary Lou Grover.

## TABLE OF CONTENTS

<u>SUBJECT</u>	<u>PAGE</u>
Introduction	1
Elements in the FLEDTECH Database	3
Using the Database	4
Displaying information on the Database	6
Adding a new item to the Database	7
Revising information in the Database	10
Deleting information in the Database	11
Importing and Exporting Articles	13
Generating Reports	15
Performing searches of the Database	16
Example #1, Search on Bibliographic/Categorical Information	17
Example #2, Two-Stage Search	18
Example #3, Multiple Keyword Searches	18
APPENDIX 1 (FLEDTECH Code)	20
APPENDIX 2 (List of Languages)	21
APPENDIX 3 (List of Source Types)	22
APPENDIX 4 (List of Instructional Technology Types)	23
APPENDIX 5 (List of Keywords)	24



## DESCRIPTION

### Foreign Language Educational Technology Database

Institute for Simulation and Training  
University of Central Florida

## INTRODUCTION

The Foreign Language Educational Technology (FLEDTECH) Database was developed by the Institute for Simulation and Training (IST) under Contract to the Defense Training and Performance Data Center (TPDC) and the Defense Language Institute Foreign Language Center (DLIFLC). The purpose of the database is to provide for flexible storage and retrieval of the latest information (e.g., articles, papers, reports, in-progress research reviews, personal communications) on applying technology to foreign language instruction. It was designed to serve as a productivity tool and not a mainframe database for library users. The shell under which the specific program for the database was designed is borrowed from the Joint Universal Lessons Learned System (JULLS) designed by IST and sponsored by the Department of Defense Joint Chiefs of Staff (JCS). JULLS is a library of knowledge and experience designed to cover all aspects of military operations and training exercises.

JULLS allows you to quickly access and manipulate information stored in a lessons learned database. The JULLS options include adding information to the database, modifying the information in the database and deleting information from the database. You can search the database of specific items using the number of desired lessons learned, keywords, a string of text from narrative description, the fields in the administrative data, or a combination of all the above. The FLEDTECH program is adapted from JULLS.

The value of the FLEDTECH database is an automated storage system that allows you to go directly to your area of interest without having to look through all of the contents in the database. You may display, add, revise, and import/export information. The KEYWORD indexing method allows you to define your area of interest. Keywords can be used to locate information on a broad topic or a very specific area of interest. The system allows you to create and print papers or reports using the function labeled "GENERATE Reports."

Using KEYWORDS that properly identify the content of a file is vital in making this type of database valuable to users. The keywords attributed to the data entries must be understandable to the variety of users. Thus, terms and abbreviations commonly used by language researchers, educators and trainers are

essential, and we have compiled an initial list of KEYWORDS for this DLIFLC prototype database.

The system is designed to operate on an IBM or compatible system with a minimum of:

1. 640K of memory
2. one 3½" or 5¼" disk drive and one hard disk drive
3. monochrome or color display
4. printer capable of printing 80 or 132 column reports

The program is written in a language called Clipper. Although limited use of the program can be accomplished using only the floppy diskette, it is recommended that the program be installed on a hard disk drive to provide adequate storage space. Installation consists of creating a subdirectory on the hard disk (e.g. entitled "FLEDTECH"), and then copying the contents of the floppy diskette into that directory. Once installed, the program can be activated by going to the FLEDTECH subdirectory and simply typing "FLEDTECH", then pressing the <ENTER> key.

FLEDTECH allows you to access the information stored in the database quickly, using a variety of search routines. Options allow you to add, revise, or delete information in the database. You can search the database by specific informational items using bibliographic and categorical information (e.g., title, author, technology type, specific foreign language), by keywords, or by specific text strings (words, phrases) which may occur in the title or abstract of items included in the database. After a desired set of informational items is selected for further review, you can peruse the data and narrative information stored for these items on the screen, or print out the results of your search.

A set of 250 informational items is included in the sample database, called ARTCL. Additional items may be added by DLIFLC in the coming months. Long-range arrangements for the maintenance of the database will be determined by the DLIFLC. An option being considered is to view the database as a tool for language professionals which will be maintained and updated in coordination between the DLIFLC and the DECOLE community.

The program has extensive on-line help and is intended to be "user friendly". The program is dynamic and growing. Therefore, user comments are critical to improve and to build the system development.

FLEDTECH is not just another computerized bibliographic database. The detailed information envisioned for the database goes beyond that stored in such databases in the specific area targeted -- the application of technology to foreign language



instruction. In addition, the search routines allow for more detailed searches of the information stored. Finally the system, as presently configured, is designed as a tool for foreign language professionals, researchers, curriculum designers, administrators and teachers.

#### ELEMENTS IN THE FLEDTECH DATABASE

The following types of information are stored in the database:

1. Bibliographic reference data
  - a. Title
  - b. Source name (e.g., journal name)
  - c. Source date
  - d. Starting page number
  - e. Number of pages
  - f. Source type (i.e., article, book, dissertation, paper, personal communication, presentation, report, research in progress -- see APPENDIX 3)
  - g. Author(s)
2. Categorical Information
  - a. Language(s) addressed (see APPENDIX 2)
  - b. Instructional technology type (audiotaped lessons, CALL, ITV/film, interactive audio, interactive video) (see APPENDIX 4)
3. Keywords (see APPENDIX 5) - a standard keyword template has been included in the program. The 112 keywords include characteristics of information about language instruction deemed to be of interest to language teaching professionals. Other optional keywords have been added during the data review and coding process. The keyword set is dynamic. Words can be added/deleted as experience is gained with the database.
4. Abstracts

An abstract or summary of the project is included in the database, where available.
5. Annotations

Space is provided for user notes regarding each item included in the database.

## USING THE DATABASE

15:32:21	FLEDTECH, 1.0	460 K
<p>Please enter disk drive for your FLEDTECH database</p> <p>Please enter directory for your FLEDTECH database</p> <p>Please enter the 5 character FLEDTECH database name</p> <p>&lt;F1&gt; - Help      &lt;Alt-Q&gt; - Quit program</p>		
0 in	Position cursor and enter data	

This first screen allows you to enter into the database. The first field allows you to enter the disk drive for your FLEDTECH database. You may specify the disk drive on which an existing FLEDTECH database resides or the disk drive on which you want to create a new FLEDTECH database. The drive that is displayed is the drive from which you entered FLEDTECH. If this is the drive that you want to use, press <ENTER>. To change the drive, type the desired drive and press <ENTER>.

Next, you enter the directory for your FLEDTECH database. In this space you should enter the directory containing the database you wish to use or the directory where you want to put a new database. The name displayed in this space is the current directory on the drive you specified above. If the directory currently displayed is the directory you want to use, press <ENTER>. If the directory currently displayed is not the directory you want to use, type the correct directory using the correct DOS format and press <ENTER>.

Next, enter the five character FLEDTECH database name. Your choice should be the name of the database you want to use. The sample database supplied with the program is named **ARTCL**. A valid database name is five or fewer alpha-numeric characters. If you want to use an existing database and you cannot remember the names of all the databases in this directory, press <F4> and a directory scroll window will appear. Use the cursor keys to position the light-bar on the database you want to use, then press <ENTER> to select it, or press <ESC> to return to the database designation screen without selecting anything.



If you want to create a new database enter a valid database name and press <ENTER>. FLEDTECH will then create a new FLEDTECH database.

14:54:44	FLEDTECH MAIN MENU	758 K
<p>1 -- DISPLAY Articles  2 -- ADD Articles  3 -- REVISE Articles  4 -- DELETE Articles  5 -- IMPORT/EXPORT Articles  6 -- GENERATE Reports  7 -- SELECT New Database</p> <p>Enter Selection</p>		
253 in ARTCL	<F1>-Help <ESC>-Return <ALT-Q>-Quit	2503 Keywords

The Main Menu for the program contains the following options:

1. **DISPLAY** Articles - used to peruse items and run searches. Note the program uses the term "articles" for informational items. However, a variety of such items are included.
2. **ADD** Articles - allows for adding new informational items to the database.
3. **REVISE** Articles - allows for modifying or adding to information stored in the database.
4. **DELETE** Articles - allows for deleting items from the database.
5. **IMPORT/EXPORT** Articles - allows for information to be brought into the database from other sources (e.g., from a word processing file).
6. **GENERATE** Reports - allows for printing of information obtained from searches of the database.
7. **SELECT** New Database - allows you to enter the disk drive, directory, and the five character FLEDTECH database name.

Please note the small boxes across the top and bottom of the screen.

- a. The top left box shows the time.
- b. The top center box shows the title of the active function.



- c. The top right box shows the amount of disk space available on the drive where the database resides.
- d. The bottom left box shows the number of articles in the active database.
- e. The bottom center box shows "hot keys" associated with that screen. **NOTE:** This box will often expand and fill one additional line across the entire screen.
- f. The bottom right box shows the number of keywords in the keyword file.

After selecting one of the above options from the main menu, the user is presented additional menus which provide step-by-step instructions for carrying out the functions they provide.

Help is always available by pressing <F1>. <ESC> always backs up to the previous screen (beware that data already entered on a particular screen under the data adding routines is lost if you exit to the previous screen via <ESC>, rather than the appropriate key indicated at the bottom of the screen). <Alt-Q> allows you to quit the program.

#### DISPLAYING INFORMATION IN THE DATABASE

15:08:15	FLEDTECH DISPLAY SELECT FUNCTION	758 K
1 -- Proceed with the current selected list (36 of 253) 2 -- NARROW the current selected list of Articles 3 -- EXPAND the current selected list of Articles 4 -- EXCLUDE Articles from the current selected list 5 -- Reset current selected list to (253 of 253) 6 -- Reset current selected list to (0 of 253)  9 -- Display criteria used for the current selected list  R -- Restore last search criteria  Enter selection		
253 in ARTCL	<F1>-Help <ESC>-Return <ALT-Q>-Quit	2503 Keywords

The DISPLAY function allows you to review administrative information, keywords, sources, authors, abstracts, annotations, etc. You can not change or add any information using this function.

- a. Select DISPLAY Articles from the Main Menu and you will get the FLEDTECH DISPLAY SELECT FUNCTION screen.

- b. Choose option 1 -- Proceed with the current selected list from the FLEDTECH DISPLAY SELECT FUNCTION. The ARTICLE NUMBER screen appears.

14:34:40	ARTICLE NUMBER:00001	758 K
<p>TITLE:</p> <p>Tools for Foreign Language Training</p> <p>Source Name: ARI REPORT-ARI-RR1533      Source Date: 02/01/88</p> <p>Source Start Page: 1    Number of Pages:      Languages:</p> <p>Source Type: PRESENTATION</p> <p>Instructional Technology Type: INTERACTIVE VIDEO</p> <p>Authors: Swartz, M.L.      Psotka, J.</p>		
<p>&lt;ALT-A&gt;-Abstracts &lt;ALT-K&gt;-Keywords &lt;ALT-N&gt;-Annotations</p> <p>&lt;^PgUp&gt;1st Record &lt;^PgDn&gt;-Last Record</p> <p>&lt;PgDn&gt;-Next &lt;PgUp&gt;-Last &lt;ESC&gt;-Return</p>		
253 in ARTCL		978 Keywords

- c. Review the administrative data on the Article Number screen. Notice the help window with the listing of keys. <Alt-A> Abstracts, <Alt-K> Keywords, <Alt-N> Annotations, <^PgUp> 1st Selected Record, <^PgDn> Last Selected Record, <PgDn> Next Selected Record, <PgUp> Previous Selected Record, <ESC> Return.
- d. Select <Alt-A> to review the Abstracts.
- e. Select <Alt-N> to review the Annotations.
- f. Select <Alt-K> to review the Keywords.
- g. Select <PgDn> to review the next record.

## ADDING A NEW ITEM TO THE DATABASE

14:55:24	ARTICLE NUMBER:00250	758 K
TITLE: [REDACTED]		
Source Name: [REDACTED] Source Date: / / (m/d/y)		
Source Start Page: [REDACTED] Number of Pages: [REDACTED] *Languages: [REDACTED]		
*Source Type: [REDACTED]		
*Instructional Technology Type: [REDACTED]		
Authors: (Last, First, MI) [REDACTED]		
For fields with '*', press F8 for list of acceptable values. ↑↓ <Enter>-Move between fields <F1>-Help <PgDn>-End Editing		
253 in ARTCL		2711 Keywords



Users of the database will be most concerned with the procedures for adding items to the database and conducting data searches. These procedures are described below.

- a. Select ADD New Articles from the main menu.
- b. On the next screen begin by entering the title of the item in the space provided, press <ENTER>.
- c. Enter the source name (journal title, etc.), press <ENTER>.
- d. Source date - enter the date of publication in the format --/--/-- (month, day, year). All entries must be made in this format because of the underlying nature of Clipper. Where a publication date is inexact (e.g., March/April issue, or simply "1991") enter the month, day, year of the first date in the period represented (e.g., March/April 1991 issue is represented as 03/01/91).
- e. Source Start Page - enter number of the first page of the article, report.
- f. Number of Pages - enter the number of pages of the article.
- g. Languages (two spaces provided)
  - 1) if none referenced press <ENTER> twice.
  - 2) if specific language(s) are referenced, enter up to two primary languages using the following procedure:
    - a) press <F8> to obtain language menu
    - b) use arrow keys to highlight the specific language
    - c) press <ENTER> to select the highlighted language
- h. Source Type - press the <F8> key to see the menu of available choices. Use the arrow keys to choose the appropriate item then press <ENTER> to select your choice.
- i. Instructional Technology Type - Press the <F8> key to see the menu of available choices. Please see glossary. Use the arrow keys to choose the appropriate item then press <ENTER> to select your choice.
- j. Authors - Up to five authors may be listed (one per line). Enter in the following way: last name, first name, middle initial (if available).

When the above information (1a-1j) has been entered, review it for accuracy. If corrections are needed, use the up arrow to return to prior fields and type over for correction. Then press <PgDn> to reveal additional options at the bottom of the screen. These options allow you to enter abstracts <Alt-A>, keywords <Alt-K> and annotations <Alt-N>. Data entry under these three options is described below.



- k. Abstracts <Alt-A> - Enter the printed abstract or other summary of the item (maximum size 10K). A limited word processing capability allows simple editing. Use hyphenations sparingly as this will decrease flexibility in text searches run on the abstracts.
- l. Annotations <Alt-N>. Same procedure as for <Alt-A> above (maximum size 10K).
- m. Keywords <Alt-K>
  - 1) User generated keywords
    - a) enter keyword or phrase in the box provided (maximum length 40 characters).
    - b) press insert key <INS> to add an additional keyword or phrase.
    - c) User generated keywords may be entered before, after, or in lieu of selecting keywords from the standard template (see template use below).
  - 2) Entering keywords from the template
    - a) After pressing <Alt-K> press <Alt-T>. The keyword template, containing over 100 standard keywords, will appear in a window.
    - b) Use the arrow keys to proceed through the list. For each keyword you wish to enter, use the arrow keys to highlight your choice, and press the <SPACE BAR> to make your selection. When all relevant keywords are selected, press <ENTER> and the list of keywords you selected will appear on the keyword window along with any you entered under option m.1 above.
  - 3) Deleting Keywords
    - a) Highlight the keyword to be deleted on the Keyword list. Use the arrow keys to highlight your choice and press <DEL> to mark for deletion. Actual deletion from the database and keyword menu will occur when you perform step b below. (Note the "<MARKED>" message displayed at the bottom of the window.)
    - b) After completing entry for all items in a set, exit to the main menu. Select #4 - DELETE. On the screen select #4, "DELETE all marked articles and keywords". Follow directions regarding deleting keywords or articles marked for deletion. **BE CAREFUL**; once items are deleted from the database, they **CANNOT** be recovered.
  - 4) When all information for a new item has been entered and corrected, press <PgDn> to move to the next item. Press <ESC> to return to previous menus when data entry for all items is complete.

# REVISING INFORMATION IN THE DATABASE

15:08:15	FLEDTECH REVISE SELECT FUNCTION	758 K
<pre> 1 -- Proceed with the current selected list (36 of 253) 2 -- NARROW the current selected list of Articles 3 -- EXPAND the current selected list of Articles 4 -- EXCLUDE Articles from the current selected list 5 -- Reset current selected list to (253 of 253) 6 -- Reset current selected list to (0 of 253)  9 -- Display criteria used for the current selected list  R -- Restore last search criteria  Enter selection </pre>		
253 in ARTCL	<F1>-Help <ESC>-Return <ALT-Q>-Quit	2503 Keywords

This function allows you to change existing administrative data, abstracts, annotations, keywords, sources, etc. A list of keys for each function is presented on the FLEDTECH REVISE SELECT FUNCTION.

- Choose option 1 - Proceed with the current selected list from the FLEDTECH REVISE SELECT FUNCTION.
- Review the Article Number screen with the administrative data on it. Notice the help window with the listing of keys. For fields marked with an "\*", press <F8> for a list of acceptable values. Use the <↑> and <↓> keys to move between fields; <F1> for Help; <PgDn> to End Editing. When you are through with this screen, press <PgDn>. The flashing cursor will disappear and leave the Article Number screen. You can <ESC>, <PgDn> or <PgUp>.
- Select <Alt-A> to review the abstracts and make revisions,
- Or Select <Alt-K> to revise keywords or phrase screen will pop-up. The help functions listed are: <Ins> add new keyword, <Del> toggle marking for deletion, <Alt-T> enable keyword template, <ENTER> accept, <ESC> abort,
- Or Select <Alt-N> to revise annotations.
- NOTE:** Press <Cntl-W> to save and exit information when in the <Alt-A> or <Alt-N> mode. If you exit the narrative description by any other way, your information will not be saved.
- Press <PgDn> to view the next FLEDTECH article.



## DELETING INFORMATION IN THE DATABASE

15:33:39	FLEDTECH DELETE FUNCTION	758 K
<pre> 1 -- Mark selected Articles for deletion 2 -- Unmark selected Articles 3 -- Display all items marked for deletion 4 -- Delete all marked Articles and keywords 5 -- Pack abstracts and Annotations (remove old copies)  Enter selection </pre>		
253 in ARTCL	<F1>-Help <ESC>-Return <Alt-Q>-Quit	981 Keywords

The FLEDTECH delete function is the "house-cleaning" function. It allows you to delete any unwanted information in the database, delete entire FLEDTECH articles and pack the abstracts and annotations (remove old copies). Deletion requires a two-step process to protect against unrecoverable mistakes. The unwanted information must be marked first and then it may be deleted using the Delete function.

- a. Select DELETE articles on the Main Menu.
- b. Choose option 1, Mark selected articles for deletion. Marking is used to specify which FLEDTECH articles are to be deleted. FLEDTECH automatically marks all keywords and sources particular to a specific FLEDTECH article. **NOTE:** After choosing option 1, the next screen, FLEDTECH MARK SELECT FUNCTION, gives you 8 options. **Be careful.** If you select option 1, Proceed with the Current Selected List, the program will mark all articles for deletion that are included in the numbers in parenthesis. You will probably want to NARROW or EXCLUDE articles. Remember, marking a FLEDTECH article for deletion does not actually delete it. To delete, you must use the FLEDTECH Delete function.
- c. Choose option 2, Narrow the current selected list, from the FLEDTECH Mark Select Function screen.
- d. This next screen, FLEDTECH SEARCH FUNCTION (NARROW) allows you options of selecting specific article numbers, range of article numbers, filter bibliographic data, search for a keyword, search for text settings in the narrative descriptives, or display criteria.



- e. Choose option 2, Search for a Range of Article Function (Narrow) screen. This is perhaps the quickest way to get a particular article.
- f. Type in the article numbers in the Use Article Numbers blocks and press <ENTER> to accept
- g. Choose option 1, Proceed with the Current Selected List, on the FLEDTECH MARK SELECT FUNCTION. The program will identify the articles at the bottom of the screen and mark them. It will automatically return to the FLEDTECH DELETE FUNCTION screen.
- h. Choose Option 3, Display all items marked for deletion, from FLEDTECH DELETE FUNCTION screen. A window will appear with the marked information. Make a note of any information you may want to unmark.
- i. Press <ESC> to return to FLEDTECH DELETE FUNCTION
- j. Choose option 4, Delete all marked articles and keywords. **NOTE:** Red letters will pop-up in a window asking if you want to proceed, and the number of articles will be listed. The default answer is No. If you don't want to continue, press <ENTER>. If you want the marked information deleted, press <Y>, and then <ENTER>.

**MARKED INFORMATION CAN ALWAYS BE UNMARKED. DELETED INFORMATION CANNOT BE "UNDELETED."**

#### **PACKING ABSTRACTS AND ANNOTATIONS**

The purpose of packing is to remove old copies of abstracts and annotations. It is important to pack frequently after modifying or editing the abstracts or annotations. When data are changed in an abstract or annotation, the old contents remain in the file, and the entire changed narrative is copied to the end of the same file. Although the old information is not deleted from the database, FLEDTECH will only recognize the new narrative information at the end of the file. This results in wasted disk space. The only way to get rid of the old copies is to pack the abstracts and annotations. This anomaly is inherent to dBase and Clipper.

**NOTE:** Before packing, FLEDTECH checks to make sure you have at least as much disk space available as the size of the \_\_\_J.DBT and the \_\_\_J.DBF files combined. If you don't have enough space, FLEDTECH will give you an error message. You must make room on your disk before FLEDTECH will be able to pack the narratives.

## IMPORTING AND EXPORTING ARTICLES

15:41:24	FLEDTECH IMPORT/EXPORT FUNCTION	758 K
1 -- Import Articles from export file into database 2 -- Create an export file 3 -- Update abstracts to an ASCII text file 4 -- Write abstracts to an ASCII text file  Enter selection		
253 in ARTCL	<F1>-Help <ESC>-Return <ALT-Q>-Quit	981 Keywords

1. Choose option 4, Delete Articles, from the Main Menu
2. Choose option 5, Pack Abstracts and Annotations, from FLEDTECH DELETE FUNCTION

This function gives you a powerful means of transporting, updating and copying the current database. You may import from an export file into the current database. You may create an export file (for ease of transportability). You can update abstracts from an text file, and write selected abstracts to an ASCII text file.

- a. For each type of the four functions listed on the FLEDTECH IMPORT/EXPORT FUNCTION screen, you must choose option 5, IMPORT/EXPORT ARTICLES, from the FLEDTECH Main Menu. You are now ready to import or export any information using the selection provided.
- b. For example, after choosing Option 5 on the FLEDTECH Main Menu, you get the FLEDTECH IMPORT/EXPORT FUNCTION screen. To copy all or part of a database to an export file, select Option 2, Create an export file. A screen will appear prompting you to enter a name for the export file. The default name is EXPORT.ASC. To accept the default name, press <ENTER>. If you want to change the name of the file, then enter a new drive, directory and file name and press <ENTER>.
- c. Select a certain range if only a subset of the current database is exported.
- d. Choose option 1, Proceed with the current selected list, from the FLEDTECH CREATE SELECT FUNCTION screen.
- e. FLEDTECH will then begin writing all of the information for each article of the specified range to the export file. If you run out of disk space on the disk drive containing the export file, the following message will appear:



Error writing to file:\_\_\_  
Aborting operation...

If this message appears, FLEDTECH will not complete creating the export file. It will exit this function and will return to the FLEDTECH IMPORT/EXPORT FUNCTION screen. You will need to select a smaller range of FLEDTECH Articles to write to the export file or specify another disk drive for the export file.

Creating an export file is the recommended way to share database information between users; especially if you are sharing via a modem.

**Import articles from an export file into current database.**

The export file was created for ease of transportability, not for editing purposes. This will update the contents of the current database with the contents from an import file. This function is used to read the contents of an export file into the current database. As FLEDTECH reads the information from the export file, new FLEDTECH articles are added to the end of the current database and the information is copied into the new FLEDTECH database.

- a. Choose option 5, IMPORT/EXPORT ARTICLES, from the FLEDTECH Main Menu.
- b. Press option 1, IMPORT Articles from export file into current database, from FLEDTECH IMPORT/EXPORT FUNCTION screen.
- c. A screen will appear prompting you to enter a name of the export file. The default name is EXPORT.ASC. To accept the default name, press <ENTER>. If you want to change the name, then enter a new drive, directory and file name and press <ENTER>.
- d. Pressing <F4> will give you a directory of all of the export files in the current databases directly. Move the highlight bar to the desired file name and press <ENTER>.
- e. FLEDTECH will then begin updating the current database with the FLEDTECH articles from the export file.



## GENERATING REPORTS

15:49:02	REPORT MENU	758 K
<p>1 -- Long Report</p> <p>2 -- Keyword Frequency Report</p> <p>3 -- Catalog Keyword Listing</p> <p>Enter Selection</p>		
253 in ARTCL	<F1>-Help <ESC>-Return <ALT-Q>-Quit	2711 Keywords

The FLEDTECH GENERATE REPORTS function allows you to generate three pre-defined reports summarizing the contents of a database. For each type of report you must choose option 6, GENERATE reports, from the Main Menu.

FLEDTECH currently provides three reports: long, keyword frequency and catalog keyword listing.

- a. Select 6, GENERATE reports, from the FLEDTECH Main Menu. This will provide the REPORT Menu screen. You then select the report that you want.

### \*\*\*\*\* WARNING \*\*\*\*\*

THIS FUNCTION IS CONNECTED DIRECTLY TO THE PRINTER. YOU MUST NARROW YOUR SELECTION OF INFORMATION FOR THE LONG REPORT OR YOU WILL PRINT THE ENTIRE DATABASE.

1. **Long Report.** This will provide specific information of each article. You may print the whole database or select those that you want off of the FLEDTECH Long Report Select Function screen. The report includes: Article Number, Article Title, Source, Date, Page, Authors, Language, Source Type, Instructional Technology Type, Keywords, Abstract and Annotations.
2. **Keyword Frequency Report.** Provides a listing of all keywords in the database. It tells how many times they are listed and their respective percent of the total number.

3. **Catalog Keyword Listing.** This is the listing of keywords on the template.
- b. FLEDTECH will automatically create the report you requested.

#### PERFORMING SEARCHES OF THE DATABASE

**NOTE:** Most users will perform searches after choosing the Display Option. However, the program is flexible in that for any Menu option, the user has the ability to c h a n g e (NARROW or EXPAND) the selected list before executing the option.

- a) Select DISPLAY from main menu.  
Note the number of articles in the current list. Selecting options 5 and 6 allows you to start with the full list or start a search with no items in your initial list. You may use one of the following basic search strategies: NARROW the list or EXPAND the list. Criteria you select making your search will select items for addition to or elimination from the initial list. The process may be repeated several times to obtain a manageable list of selections. This process is illustrated below for the EXPAND option.
- b) Press #6 to reset the current list to zero articles. Then press #3 for the EXPAND option. Insert FLEDTECH display EXPAND Function Screen
- c) The EXPAND screen allows you to select one of five alternative methods for expanding the list of selections. These are:
  - 1) Scroll search for specific article number- this function allows you to add a specific article to the list by article number.
  - 2) Search for a range of article numbers - this option allows you to add a specific set of articles to the list by ID number (e.g., add articles 1-50 to the database).
  - 3) Filter the bibliographic data - this allows you to add information to the database based upon bibliographic/categorical data. For example, you may add items based upon the date of publication, source type, language, or author.
  - 4) Search for a keyword or keywords - this allows you to add articles based upon the inclusion of any of a number of keywords you select.
  - 5) Search for text strings in the narrative descriptions - this allows you to add items to the list which contain designated words or phrases in the title, abstract, or annotation fields.



- 9) Display the criteria used for the current selected list.

These same five choices are available to you if you should decide to use the NARROW or EXCLUDE rather than EXPAND method for conducting your search. EXPAND and NARROW can be used in sequence to expand or narrow your search at any point should the number of articles in the list be too small or too large to be useful. When your list is of a manageable size, you may peruse the resultant list on the screen or print it out for further study.

**Example searches are shown below.**

**Example #1. Search on Bibliographic/Categorical Information**

You have heard that a researcher named Pederson published a journal article on the use of CALL in teaching French reading skills sometime in the past five years. You wish to see if such an article is included in the database. From the Main Menu select option 1, Display. Then:

1. Reset the list to zero by selecting Key 6.
2. Select option 3, EXPAND
3. Select option 3, Filter Bibliographic Data
4. Select the following
  - a) Source Date - After 01/01/86 (MM/DD/YY).  
Before (today's date)
  - b) Source Type - article
  - c) Languages - select French from template or type in "FR". Again, the template is accessed using <F8>.
  - d) Instructional Technology Type - Enter "Computer Assisted Language Learning" or select this option from the template.
  - e) Author - insert "Pederson" (note - if you don't have first name or middle initial, that's all right, the program searches for names beginning with Pederson.
5. Press <PgDn> to begin search. The number of articles selected appears in the window. Press any key to continue. This takes you back to the Select menu.
6. To peruse the articles in your list, choose option #1 from the display menu. You may then look at the identified article(s) in much the same way as with the REVISE option.
7. To print the list return to the Main Menu and select option #6 to Generate a Report.

### Example #2. Two-Stage Search.

You are interested in research in artificial intelligence. Among those articles, you wish to know which of them mention the use of expert systems in language instruction. From the Main Menu select option 1, DISPLAY. Then:

1. Reset the current list to zero by selecting option 6.
2. Choose the EXPAND function, option 3
3. Choose option #4. Search for a keyword.
4. Enter "Artificial Intelligence" or select this from the keyword template <ALT-T>. Press <PgDn>. Note the number of articles selected by this search. Note the "ACCEPT/REDO" message. Press <ENTER> twice to return to the selection menu.
5. To refine the search to find only those articles including reference to "Expert Systems", select option 2 (NARROW). Select option 5, Text String. Type "Expert Systems." Press <PgDn>. Note the number of articles selected. Press any key (twice) to continue. This returns you to the SELECT SCREEN. Select 1, Proceed. This has narrowed the list to select those articles from the revised list which also include the phrase "Expert Systems."

**NOTE:** The keyword template does not include the phrase "expert systems." You might assume that the data entry person could have added "expert systems" as a keyword when coding articles, and try entering that phrase as a keyword. However, a safer strategy is to try option 5, "Search for text strings in the narrative descriptions."

As an alternative to the search in Example #2 you might have wished to add items containing EXPERT SYSTEMS to the initial list of items selected based upon the keyword ARTIFICIAL INTELLIGENCE. This demonstrates the use of EXPAND and NARROW in performing successive searches. In general, EXPAND allows you to use the operator "OR" in conducting the next search (include either term), and NARROW allows you to use the operator "AND" (must include both terms) in conducting the next search.

### Example #3. Multiple Keyword Searches.

1. To search for entries containing the keywords you select, first choose Option 5 - reset the current list to (x of x). Then select Option 2 - NARROW the current list. Next, choose 4 - Search for a keyword and enter the keywords you want to search for, or press <Alt-T> to



bring up the Keyword Template. After you have selected all of the keywords to search for, press <PgDn> to begin the search. FLEDTECH will reset the current list to those articles containing **ALL** of the keywords you have chosen. Press Option 1 to view those articles.

2. To search for entries containing one or more of the keywords you select, first choose Option 6 - Reset the current list to (0 of x). Then select Option 3 - EXPAND the current list. Next, choose 4 - Search for a keyword and enter the keywords you want to search for, or press <Alt-T> to bring up the Keyword Template. After you have selected all of the keywords to search for, press <PgDn> to begin the search. FLEDTECH will reset the current list to those articles containing **ONE OR MORE** of the keywords you have chosen. Press Option 1 to view those articles.

APPENDIX 1

NOTE: CODE PROVIDED IN ORIGINAL  
REPORT TO DLIFLC. ALL OTHER  
COPIES DO NOT HAVE CODING.



## APPENDIX 2

### LANGUAGES:

Albanian  
Arabic, Modern Standard Basic  
Arabic, Saudi  
Arabic, Egyptian  
Arabic, Iraqi  
Arabic, Libyan  
Arabic, Syrian  
Bulgarian  
Burmese  
Cambodian  
Chinese  
Chinese, Cantonese  
Chinese, Mandarin  
Chinese, Toishan  
Croatian  
Czech  
Danish  
Dutch  
English as a Foreign Language  
English as a Second Language  
Finnish  
French  
German  
Greek  
Hebrew  
Hungarian  
Indonesian  
Italian  
Japanese  
Korean  
Lao  
Maley  
Norwegian  
Persian Farsi  
Polish  
Portuguese  
Rumanian  
Russian  
Serbo-Croatian  
Slovenian  
Spanish  
Swedish  
Swahili  
Tagalog/Filipino  
Thai  
Turkish  
Ukrainian  
Vietnamese

### APPENDIX 3

#### SOURCE TYPE:

Article  
Book  
Dissertation  
Paper  
Personal Communication  
Presentation  
Report  
Research in Progress



## APPENDIX 4

### INSTRUCTIONAL TECHNOLOGY TYPE:

Audiotaped Lessons  
Computer Assisted Language Learning  
Instructional Television/Film  
Interactive Audio  
Interactive Video

## APPENDIX 5

### KEYWORDS:

#### \*\*\* INSTRUCTIONAL USE

Classroom Presentation  
Distance Education  
Individual Classroom Work  
Large Group Classroom Work  
Large Group Laboratory  
Peer  
Small Group Classroom Work  
Small Group Laboratory

#### \*\*\* NATURE OF LANGUAGE RESEARCH

Applied Research  
Basic Research

#### \*\*\* TYPE OF LANGUAGE RESEARCH

Action Research  
Case Study  
Ethnographic Study  
Evaluation  
Experimental Research  
Historical Research  
Replication  
Review Article  
Survey  
Theoretical Research

#### \*\*\* RESEARCH SETTING

Business  
Colleges/Universities  
Government  
Military  
Public Schools

#### \*\*\* LANGUAGE LEARNING DOMAIN

Culture  
Grammar  
    Morphology  
    Semantics  
    Syntax  
Vocabulary (Lexicon)  
    Phonetics  
    Phonology  
    Pronunciation

#### \*\*\* LANGUAGE SKILLS

Cultural Proficiency  
Literacy Proficiency



**\*\*\* LANGUAGE SKILLS (continued)**

Listening  
Non-verbal Communication  
Reading  
Speaking  
Thinking  
Writing

**\*\*\* LANGUAGE SUBSKILLS**

Composition Skills  
Comprehension Skills  
Gisting Skills  
Paraphrasing Skills  
Scanning Skills  
Scripting Skills  
Skimming Skills  
Speed Skills  
Spelling Skills  
Transcription Skills  
Translation Skills

**\*\*\* INSTRUCTIONAL STRATEGY**

Drill and Practice  
Game  
Patterned Drill  
Problem Solving  
Simulation  
Test  
Tutorial

**\*\*\* PURPOSE OF TECHNOLOGY**

Authoring  
Diagnosing  
Evaluating  
Learning  
Managing  
Practice  
Record Keeping  
Reviewing  
Teacher Training  
Teaching  
Testing  
Tools  
Word Processing

**\*\*\* LANGUAGE SOFTWARE FEATURE**

Answer Judging  
Aptitude Treatment Interaction  
Artificial Intelligence  
Feedback Methods  
Help Technology  
Learning Characteristics

Natural Language Processing  
Presentation Methods

**\*\*\* SPEECH AND CHARACTER REPRESENTATION**

Character Recognition  
Character Representation  
Digitized Speech  
Input Devices  
Output Devices  
Painting Devices  
Screen Design  
Synthesized Speech  
Voice Recognition

**\*\*\* PRESENTATION TYPES**

Animation  
Audio  
Color  
Graphics  
Text  
Video

**\*\*\* INTERACTION FEATURES**

Audio Replay  
Browsing  
Freeze Frame  
Glossing  
High Interaction  
Linear  
Low Interaction  
Video Replay

**\*\*\* ERROR CORRECTION STRATEGIES**

Explain Error  
Help Strategies  
Hints  
Location of Error  
Non-Evaluative  
Recycling  
Right/Wrong Evaluation  
Scoring



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